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State of Louisiana
OFFICE OF THE LIEUTENANT GOVERNOR
DEPARTMENT OF CULTURE, RECREATION & TOURISM
OFFICE OF MANAGEMENT AND FINANCE

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UNDERSECRETARY

HUMAN RESOURCES MEMORANDUM NO. 2015-028

TO: Lt. Governor, Deputy Secretary, Undersecretary, Assistant Secretaries, Deputy Assistant Secretaries, Program Managers, and Directors

FROM: Rikki Nicole David, SPHR, IPMA-CP *RND*
Human Resources Director

SUBJECT: Civil Service Rule 22.2 – Restriction for Permanently Filling Higher-Level Jobs During Election Cycle

DATE: September 2, 2015

In accordance with Civil Service Rule 22.2, an Appointing Authority must obtain prior approval from the Civil Service Director before making a permanent appointment to any job at or above AS-620, WS-218, PS-115, TS-315, MS-520 or SS-419 between the date of any statewide elected office (**October 24, 2015**) through Inauguration Day (**January 11, 2016**).

From October 24, 2015 through January 11, 2016, the only methods by which vacancies in the above referenced jobs may be filled without prior approval of the Civil Service Director are by classified WAE appointment, job appointment, and detail-to-special duty. Vacancies in these jobs **cannot** be filled on a permanent basis through a probationary or permanent appointment into a regular, ongoing position. This also applies to promotions and transfers into OLG/DCRT while on permanent status.

Please make this information available to appropriate staff. If you have any questions, please feel free to call me at (225) 342-0880.

RND:rnd

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